

ORR (Operational Readiness Review) Checklist

Application: <Application Name>

<Date of ORR>

ORR Item	Decision (G/NG)	Remarks
✓ (If new application) The application been registered in STRAW.		
✓ All user roles have been properly identified and assigned.		
✓ All required testing (including Source Code Scan, Quality Assurance, Section 508 compliancy, and User Acceptance) is complete.		
✓ All test issues and anomalies from each testing cycles have been resolved.		
✓ Implementation tasks are properly documented in the change request (i.e., CR #) associated with the project.		
✓ The Implementation Plan has been created and distributed; and provides the appropriate level of detail/instructions relative to the deployment e.g., when (date/time) to move application module to production, to what location e.g., production server, database, etc., to move the code, and the points of contact who will be supporting the implementation.		
✓ The CM baseline audit is setup.		
✓ All risks to implementation, <i>if any</i> , have been mitigated.		
✓ Production environment is setup with eAuth Policy Agent.		
✓ Training has been provided to stakeholders/user groups on the use of new/enhanced feature functionality in the application.		
✓ Code 700 Support Desk has been made aware of the application/modules' pending deployment.		
✓ Operational contingency planning has been accomplished, and all Ops personnel have been trained.		

Legend:

G denotes 'Go'

NG denotes 'No-Go'